

PERS 74-1028

21 MAR 1974

MEMORANDUM FOR:

SUBJECT : Personnel Practices Symposium, 9 and 10 April 1974

1. We see a need for the Office of Personnel to be the "clearing house" for the identification, review and sharing of personnel information related to successful approaches developed within the components and Career Services as well as the focal point for assistance to operating managers in carrying out their personnel management responsibilities. The Director agrees with us and supports our efforts in carrying out this function.

2. In order to gain a better understanding of personnel practices in the Agency, we developed a Personnel Practices Survey. Our pilot survey included five components. We interviewed representatives of these components covering a wide range of personnel issues. We analyzed the initial findings and are in the process of establishing our modus operandi for the remainder of the Survey.

3. It is necessary to complete the Survey before presenting a fully comprehensive demonstration of its results. However, we would like to share with you our preliminary results on training and counseling. In addition, we would like to share some ideas on training concepts and models and counseling principles and techniques and have invited the Office of Training and the Psychological Services Staff to make presentations on the respective subjects. Certain components have been asked also to discuss training and counseling practices in effect in their areas.

4. We will present a symposium on training and counseling on 9 and 10 April in Room GA-13 Headquarters. The training session will run from 9:00 a.m. to 3:00 p.m. on 9 April and the counseling session from 9:00 a.m. to 12:30 p.m. on 10 April.

5. As you are aware, Directorates and components will incur new responsibilities in these areas as the result of the CIA Management Committee's approval of recommendations by the Personnel Approaches Study Group. To represent your concern in the issues to be discussed in this symposium, please designate a participant who is knowledgeable of the training and counseling practices in your office. Encourage him to be prepared to bring samples or illustrations of your procedures, and to raise any questions of particular interest to you.

6. It is requested that you forward the officer's name, title, and grade to OP/Plans Staff, 626 C of C Building, not later than 29 March.

F. W. M. Janney
Director of Personnel

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